

## PERSONNEL DEVELOPMENT SEMINARS (PDS) CERTIFICATE PROGRAM

## APPLIED MANAGEMENT SERIES (AMS)

2002-2003

(PLEASE PRINT)

Name \_\_\_\_\_ SS # \_\_\_\_\_

                    Last                      First                      M

Agency	Classification
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Work Location \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address

Completion of the PDS Applied Management Series (AMS) Certificate requires the four Core Courses listed below and all eight AMS courses listed below.

Participants have three years from the confirmation date of enrollment to complete the program. Courses taken prior to the confirmation date will not be counted toward completion of the certificate. (Exception: Core courses previously taken to complete an Achievement Certificate will be counted. Please provide the Achievement Certificate completion date below.)

## Record Of Completion

<u>Core Courses</u>	<u>Course #</u>	<u>Date Taken</u>	<u>AMS Courses</u>	<u>Course #</u>	<u>Date Taken</u>
Ethics in the Workplace	SC 230	_____	Discipline, Grievances, & the Contracts *	NC 901	_____
Achieving Communication Effectiveness (ACE)	GI 077	_____	EEO/AA: Making the Most of Your Workforce *	NC 202	_____
Customer Service	QM 002	_____	Family Medical Leave Act *	NC 122	_____
Human Relations Skills	SC 203	_____	From Interview to Hire *	NC 301	_____
			Investigating Employee Misconduct *	NC 118	_____
			Performance Evaluation *	NC 401	_____
<b>If applicable, indicate PDS Achievement Certificate completion date: ____/____/____</b>			Preventing Sexual Harassment for Supervisors *	NC 119	_____
			What is the ADA? *	NC 123	_____

\* No charge when enrolled in the Applied Management Series (AMS) Certificate Program.

*Orientation to Supervision (NC 117)* is highly recommended for AMS Certificate participants.

The following signatures indicate awareness of this application and support for completion of this certificate program within three (3) years.

Employee	Date	Department Director	Date
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Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Training Liaison \_\_\_\_\_ Date \_\_\_\_\_

*For PDS Use Only:*

*Date Applied* *Date Confirmed* *Completion Date By*

*Letter Sent* *Certificate Sent*